



Dropping and Adding Courses

Students may **drop and add** courses on or before the **seventh day of classes** (see University Academic Calendar). When a course is “dropped” it no longer appears on the student’s record, and fees for the class will be refunded or adjusted.

After the seventh day of classes, and before the “last day to withdraw or resign from the University” (see the University Academic Calendar), a student can **withdraw** from a course online by accessing VIC through myNSU at <https://my.nsula.edu>. Some students are not allowed to withdraw from courses without prior approval (graduating seniors, international students, student-athletes, graduate students). Upon submission of the online request by the deadline posted in the University Academic Calendar, a grade of “W” is assigned to each course. Although “W” grades do not affect the grade-point average, excessive withdrawals reflect negatively on the student’s record, interfere with the student’s progress toward graduation, and may result in the loss of scholarships and other types of financial aid. Students should see the Financial Aid Satisfactory Academic Progress Regulations in the University Catalog to see how withdrawing from courses might affect their eligibility for financial aid.

Therefore, it is recommended that withdrawals be limited as described below:

<u>Classification</u>	<u>Hours Earned</u>	<u>Maximum Number of Withdrawals</u>
Freshman	0-29	3
Sophomore	30-59	2
Junior	60-89	1
Senior	90-119	1
Senior	120 or more	1

1. **Students wishing to add or make section changes after the Seventh Day of Classes** due to extenuating circumstances must submit a request to his/her academic dean within three class days after the **Seventh Day of Classes**.
2. **Students wishing to withdraw from a class after the Seventh Day of Classes** will receive a W grade, and will have to pay for the tuition and fees for the class.
3. **Students wishing to resign from all classes after the Seventh Day of Classes** will received a grade of “W” in all classes, and be refunded 50% to 0% of tuition fees according to refund schedule.
4. **Students wishing to withdraw or resign from the University (after the “last day to withdraw or resign”)** due to extenuating circumstances which prevent completion of a semester, may submit a request to his/her academic dean **no later than the last day of classes** to request a retroactive resignation. Examples of cases eligible for retroactive withdrawals or resignations include but are not limited to illness, injury to student, death of an immediate family member, natural disaster or exceptional traumatic event, and military duty. Appropriate documentation supporting the extenuating circumstances must be included.

If the approval to withdraw from a course is granted, the student must also have been passing the course immediately prior to the hardship, and the grade assigned shall be a “W”. If the dean allows the student to resign, a “W” grade shall be assigned in all courses, and notification will be sent to the instructor(s) and the University Registrar.

Retroactive withdrawal after the **last day of classes** is permitted only by approval of a student appeal to the Registration, Credits, and Graduation Council. Information and request forms may be obtained from the University Registrar’s Office or by accessing the University Registrar’s Office Web page at www.nsula.edu/registrar/.